

User Reference Guide - Manage Project Roles

A CAMS login ID and password are required to access the Manage Project Roles page. Only the Profile Manager can make changes to this page. Additionally, an application must have been initiated in order to assign staff to a project.

Log into CAMS with a valid ID and password.

Select the **Application and Programs** menu option.

Hover over the Profile menu option at the top of the screen to view the available pages under this option.

The screenshot shows the DHCD CAMS interface. At the top, there is a header with the DHCD CAMS logo, a welcome message "Welcome Katy Dynes", and a "Log Out" button. Below the header is a navigation bar with icons for Profile, Search Program, Apply, Application Status, View And Manage Projects, and User Guide. A red arrow points to the Profile icon. On the left side, there is a sidebar with a list of menu items: Manage Organization, Manage MY Profile, Manage Audits, Manage Project Roles, and Password Reset. The Manage Project Roles item is highlighted. The main content area displays a table with the following columns: Project Name, Program Name, Updated, Edit, and Withdraw. The table contains several rows of data, including "ESG Project Feb 2012 kld", "Test spelling error for 'separate' D01011", "HPP Test kld 2/21", "HPP Test of question default for generic only kld 2/24/12", "State Shelter Project Test 3/1/12 kld", and "State Shelter Project Test v2 3/1/12 kld".

Project Name	Program Name	Updated	Edit	Withdraw
ESG Project Feb 2012 kld	ESG Subprogram 2012-13	2/15/2012	Edit	Withdraw
Test spelling error for "separate" D01011	ESG Subprogram 2012-13	2/29/2012	Edit	Withdraw
HPP Test kld 2/21	HPP	2/29/2012	Edit	Withdraw
HPP Test of question default for generic only kld 2/24/12	HPP	2/24/2012	Edit	Withdraw
State Shelter Project Test 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw
State Shelter Project Test v2 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw

Select Manage Project Roles.

This screenshot is identical to the one above, showing the DHCD CAMS interface with the Manage Project Roles table. A red arrow points to the "Manage Project Roles" menu item in the sidebar.

Project Name	Program Name	Updated	Edit	Withdraw
ESG Project Feb 2012 kld	ESG Subprogram 2012-13	2/15/2012	Edit	Withdraw
Test spelling error for "separate" D01011	ESG Subprogram 2012-13	2/29/2012	Edit	Withdraw
HPP Test kld 2/21	HPP	2/29/2012	Edit	Withdraw
HPP Test of question default for generic only kld 2/24/12	HPP	2/24/2012	Edit	Withdraw
State Shelter Project Test 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw
State Shelter Project Test v2 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw

When the Manage Project Roles page displays, click on the dropdown box to select the project to which you want to assign staff. If there are no results in the dropdown, that indicates there are no applications started (no active application IDs for your organization in CAMS.) You may confirm active applications by navigating to the Application Status page. Refer to the "Apply for Funding" User Reference Guide for detailed instructions on applying for DHCD programs.

The screenshot shows the DHCD CAMS interface with the "CAMS Project Role Assignments" page. The page has a header with the DHCD CAMS logo, a welcome message "Welcome Katy Dynes", and a "Log Out" button. Below the header is a navigation bar with icons for Profile, Search Program, Apply, Application Status, View And Manage Projects, and User Guide. The main content area displays the title "CAMS Project Role Assignments" and a sub-header "Update or check the status roles of persons assigned to your projects." Below this is a dropdown menu with a list of project names: "Urgent Need kld Feb 2012", "App Test 2/6/2012", "More Testing Project", "KLD Test project 2/16/12", and "ESG Project Feb 2012 kld".

CAMS Project Role Assignments

Update or check the status roles of persons assigned to your projects.

Urgent Need kld Feb 2012
App Test 2/6/2012
More Testing Project
KLD Test project 2/16/12
ESG Project Feb 2012 kld

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Once you have selected a project, options to both add a person to the project and to the organization will display on the page. Under the section to add a person to this project select the name of the person from the dropdown list. Then select the role being assigned to them for the project being updated.

DHCD CAMS Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Program](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

CAMS Project Role Assignments

Update or check the status roles of persons assigned to your projects.

Urgent Need Kid Feb 2012

Add a person to this project using the dropdowns below:

New Person: Dynes, Kathryn Role Title: Financial Project Manager [Add](#)

Add a new person to your company or agency using the table below:

First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
Title	<input type="text"/>
Cell Phone Number	<input type="text"/>
Contact Phone Number	<input type="text"/>
Contact Extension	<input type="text"/>
Email Address	<input type="text"/>

[Add User](#)

Click on the **Add** button next to the Role Title to add this person in the role selected.

DHCD CAMS Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Program](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

CAMS Project Role Assignments

Update or check the status roles of persons assigned to your projects.

Urgent Need Kid Feb 2012

Add a person to this project using the dropdowns below:

New Person: Dynes, Kathryn Role Title: Project Manager [Add](#)

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This user is now added to this project in the role selected. If they were added in error, left the organization or have moved to another position in the future, the Profile Manager would select the **Delete** button to remove them from this project.

If the person who was just added also serves in another role, they may be added in that role as well. Simply select the additional role in the Role Title dropdown selection and click on the **Add** button again. The user below was added as a Financial Analyst as well to this project (second screenshot.) As many people as are working on the project may be added in this way.

DHCD CAMS Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Program](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

CAMS Project Role Assignments

Update or check the status roles of persons assigned to your projects.

Urgent Need Kid Feb 2012

Last Name	First Name	Role Name	Delete
Dynes	Kathryn	Project Manager	Delete

Add a person to this project using the dropdowns below:

New Person: [Dynes, Kathryn](#) Role Title: [Project Manager](#) [Add](#)

DHCD CAMS Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Program](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

CAMS Project Role Assignments

Update or check the status roles of persons assigned to your projects.

Urgent Need Kid Feb 2012

Last Name	First Name	Role Name	Delete
Dynes	Kathryn	Project Manager	Delete
Dynes	Kathryn	Financial	Delete

Add a person to this project using the dropdowns below:

New Person: [Dynes, Kathryn](#) Role Title: [Financial](#) [Add](#)

If there is a staff member within your organization and that person has not yet been added to CAMS as a new user, you may add them within this page and assign them to a project at the same time. Scroll to the bottom of the page and add at a minimum, the information below. The new user can update their profile after they log in for the first time from the **Manage My Profile** page.


- First Name
- Last Name
- Title – available titles are:
 - Profile Manager
 - Head of Organization
 - Program Manager
 - Program Analyst
 - Financial Analyst
 - Organization Review (Display only access)
- Contact Phone Number if known
- Email Address (this is required in order to send the user their ID and password for CAMS.)

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Select **Add User** once the basic user information has been entered.

Add a new person to your company or agency using the table below:

First Name	<input type="text" value="Sarah"/>
Last Name	<input type="text" value="Smith"/>
Middle Initial	<input type="text"/>
Title	<input type="text" value="Program Analyst"/>
Cell Phone Number	<input type="text"/>
Contact Phone Number	<input type="text" value="8045554738"/>
Contact Extension	<input type="text"/>
Email Address	<input type="text" value="ssmith@org.com"/>



Once the user has been added, an email is sent to the email address entered above. It includes CAMS password details and a link to CAMS. The new user may now be added to a project in the same way as was done in the instructions above.